

POSITION DESCRIPTION

1. Agency PDCN 70288000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) R3151000 Electronics Mechanic WG 2604-10		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		4. Empl Office Location		5. Duty Station		6. OPM Cert #	
		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level	
								14. Agency Use ENLISTED	

15. Classified/Graded by

☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Electronics Mechanic	WG	2604	10	gwh	24 Apr 01

16. Organizational Title (If different from official title)		17. Name of Employee (optional)	
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Army National Guard		c. Third Subdivision - CSMS or MATES with Support Maint. d. Fourth Subdivision - e. Fifth Subdivision -	

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position
 USOPM WFS Job Grading Standard for Electronics Mechanic 2604, 12/97

Typed Name and Title of Official Taking Action

GARY W. HIGGS

PERSONNEL MANAGEMENT SPECIALIST

Signature

Date

// SIGNED //

24 Apr 01

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HR-Classification Activity, CRA 01-1007, dated 24 April 2001

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in the Electronics Repair Section of a Combined Support Maintenance Shop (CSMS) or a Maneuver Area Training Equipment Site (MATES) with a support maintenance mission. Its purpose is to perform direct support, general support, and limited depot maintenance, overhaul, and repair of a wide variety of usually self-contained and functionally independent electronic/communication equipment and related devices supported by the shop.

This position requires military membership. It is designated for National Guard *enlisted* incumbency only. Incumbent performs duties necessary to accomplish maintenance functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions.

b. DUTIES:

(1) Conducts inspections, diagnoses nature and extent of equipment malfunction, determines whether equipment may be economically repaired or declared unserviceable, and performs required maintenance to restore to a serviceable condition various types of tactical computers, radio sets, radar, mine detectors, single band sets (UHF and VHF), signal generators, audio oscillators, recorders, microphones, speakers, amplifiers, hand sets, radio relay systems and related antenna systems, remote control devices, circuits, transmitters and receivers, tape recorders, telephones, switchboards, terminal sets, test sets, microwave units, radio and fixed teletypewriter sets and equipment, intercoms, synchronizers, and other similar components and equipment. Replaces defective transformers, switches, relays, transistors, circuits, choke coils, capacitors, resistors, cannon plugs, junction blocks, wires, potentiometers, etc. Makes complete visual inspection of items repaired for appearance, security of all connections, and wiring and application of protective coating, decals, and legibility of markings. Modifies communication and electronic equipment in accordance with prescribed Modification Work Orders and Technical Bulletins. As required installs communication equipment and other special electronic devices in wheeled and tracked vehicles. As required, is responsible for installation and/or repair of antennas on armory or other required locations. Makes final operational test, alignment, and adjustments prior to release of equipment.

(2) Uses various types of test equipment such as systems test sets, frequency meters, standing wave indicators, oscillators, AN/GRM-122s, ohmmeters, voltmeters, resistance bridges, tube testers, and signal generators to localize trouble by component unit, by circuit within a component, and by element of a circuit. Uses special and common hand tools, power tools, and gauges to make intricate repairs. Fabricates parts in the repair of mechanical and electronic equipment.

(3) As required conducts or is involved in a Maintenance Assistance and Instruction Team (MAIT) or act as an inspector on a Command Maintenance Evaluation Team (COMET) on electronic and communication equipment. Provides technical assistance

and instruction to units throughout the state so that they will be able to operate at the desired level of proficiency.

(4) Performs other duties as assigned.

c. SKILL and KNOWLEDGE:

(1) Must have the ability to apply a thorough knowledge of operating electronic principles.

(2) Skill and knowledge to troubleshoot, diagnose, and repair malfunctions where circuit theory must be used to understand the operation, not only of individual circuits but also the interaction of other related circuits, which could create a malfunction.

(3) Skill and knowledge to evaluate and perform functional tests on items to determine the extent of repair required, make repairs, and replace defective components and parts.

(4) Skill and ability to modify communication and electronic equipment in accordance with prescribed Modification Work Orders and Technical Bulletins.

(5) Skill in the use of electronic test equipment such as systems tests sets, frequency meters, standing wave indicators, oscillators, ohmmeters, voltmeters, resistance bridges, and signal generators.

(6) Ability to use special and common hand tools, power tools, and gauges to make intricate repairs.

d. RESPONSIBILITY:

Work is performed under the general supervision of the Electronics Mechanic Supervisor who assigns work through work orders, inspection reports, or verbal instructions. Incumbent independently plans the work sequence and determines the nature of the trouble and extent of repairs required on equipment, referring only difficult problems to the supervisor for technical advice. Work is spot checked for compliance with acceptable trade practices, directives, and operating procedures. Published guidance is usually available to include manufacturer's repair manuals, schematic layouts, block diagrams, technical orders, manuals, and standing operating procedures.

e. PHYSICAL EFFORT:

Work assignments require employees to frequently lift and carry, unassisted, items weighing up to 50 pounds. Sometimes required to lift and carry items weighing more than 50 pounds with the help of weight handling equipment or with assistance from other workers. The work requires frequent standing, walking, bending, crouching, reaching, and stooping. Climbing and working in high places may be required. Some

work may require the aid of magnifying lenses, eye loops, and microscopes to accomplish repairs on miniature components.

f. WORKING CONDITIONS:

Work is usually performed in well-lighted, heated, and ventilated areas. Work outside is normally done in good weather; however, emergency situations sometimes require working under poor weather conditions. Is exposed to the possibility of electric shock; burns from electrical or other types of energy or hot solder; and cuts and bruises.

EVALUATION STATEMENT

A. Title, Occupational Code, and Grade: Electronics Mechanic, WG-2604-10

B. References: USOPM/JGS for Electronics Mechanic 2604, 12/97

C. Background Information: This position description was developed to update duty assignments of the position. Major duties involve maintenance, overhaul, and repair of a variety of electronic equipment and related devices.

D. Title, Code, and Grade:

1. Title and Code: This position has the primary and predominant duties that directly match the Electronics Mechanic 2604 standard. It is a nonsupervisory position located in the Electronics Repair Section of a Combined Support Maintenance Shop (CSMS) or a Maneuver Area Training Equipment Site (MATES) with a support maintenance mission. The work involves inspection, repair, and maintenance of a variety of electrical self contained and functionally independent items such as radios, radar, mine detectors, single bands sets (UHF and VHF), signal generators, audio oscillators, recorders, microphones, speakers, amplifiers, hand sets, radio relay systems and related antenna systems, remote control devices, circuits, transmitters and receivers, tape recorders, telephones, switchboards, terminal sets, test sets, microwave units, radio and fixed teletypewriter sets and equipment, intercoms, synchronizers, and other similar components and equipment. This work requires the application of electronic principles and the use of various types of electronic test equipment. This work best fits the Electronics Mechanic 2604 Occupational Code. The position is titled Electronics Mechanic as directed by the Electronics Mechanic 2604 standard for positions at the Grade 10 level and above.

2. Grade: The purpose of this position is to perform maintenance and repair, to include diagnoses, inspections, replacement, modifications, testing, alignments, adjustments, and restoration of various types and kinds of electronic equipment. This position services separate electronic items that function independently such as those listed above. The type of work required on this position directly matches the Electronics Mechanic 2604 Standard at the Grade 10 level. This position does not service complete operational systems consisting of numerous complex integral components such as communications security systems, computerized avionics/airborne navigation systems, fire control systems, air traffic control search radar systems, etc. That type of work is at the Grade 11 level. Work required on this position does not involve complex integrated systems work and therefore does not meet the Grade 11 standard.

a. Skill and Knowledge: This position requires the incumbent to have the ability to apply a thorough knowledge of operating electronic principles, and have the skill and knowledge to troubleshoot, diagnose, and repair malfunctions. Evaluates and performs functional tests on items to determine the extent of repair required, makes repairs, and replaces defective components and parts. Also modifies

communication and electronic equipment in accordance with prescribed Modification Work Orders and Technical Bulletins. Incumbent must also have skill in the use of electronic test equipment such as systems tests sets, frequency meters, standing wave indicators, oscillators, ohmmeters, voltmeters, resistance bridges, and signal generators. These duties fully meet the intent of the Electronics Mechanic 2604 standard at the Grade 10 level.

b. Responsibility: Work is performed under the general supervision of the Electronics Mechanic Supervisor who assigns work through work orders, inspection reports, or verbal instructions. Incumbent independently plans the work sequence and determines the nature of the trouble and extent of repairs required on equipment, referring only difficult problems to the supervisor for technical advice. Work is spot checked for compliance with acceptable trade practices, directives, and operating procedures. Published guidance is usually available to include manufacturer's repair manuals, schematic layouts, block diagrams, technical orders, manuals, and standing operating procedures. This responsibility best matches the Electronics Mechanic 2604 standard at the Grade 10 level.

c. Physical Effort: Physical effort is the same at all grade levels of the Electronics Mechanic 2604 standard.

d. Working Conditions: Working Conditions are the same at all grade levels of the Electronics Mechanic 2604 standard.

E. Conclusion: Based on the above narrative evaluation, this position is correctly classified as Electronics Mechanic, WG-2604-10.

CLASSIFIER: Gary W. Higgs, NGB Personnel Management Specialist Date: 24 Apr 01